

**NOAA CIO Council Meeting
Minutes of Meeting
January 3, 2002**

Attendees:

Bill Turnbull (Chair)
Rob Mairs
Larry Tyminski
Nancy Huang
Hugh Johnson
Greg Bass
Sarah Maloney
Carl Staton
John Villemarette

Robert Kidwell
Gary Falk
Ira Grossman
Becky Vasvary
Chris McNerney
Sandy Wine
Linda Weaver

Action Items

1. Becky Vasvary – Will update the Security budget request documentation to reflect the comments that were made; will prioritize the milestones in the security budget presentation.
2. Ira Grossman - Will develop an office automation cost analysis, will further research spreadsheet requirements with Sarah and the Budget Office.
3. Gary Falk - Will give the Internet 2 presentation at the next meeting.
4. Bill Turnbull - Will suggest to Tom Pyke that the Section 515 Federal Register requirements be handled at the Department.
5. All - Comments on the draft Tele-work Policy due January 7.

Handouts:

- ! Agenda for Meeting
- ! Homeland Security Briefing for Vice Admiral Lautenbacher
- ! IT Security Budget Documentation
- ! Office Automation Presentation
- ! Remote Access Policy

Discussion:

1. Introductory Remarks (Bill Turnbull)

Emphasized the importance of including the percentage investment in security in the Exhibit 300s.

Announced that Tom had agreed that NOAA would submit its Strategic IT Plan in June.

Announced that a briefing to Vice Admiral Lautenbacher on Homeland Security was scheduled

2. Gary reported on Sun's efforts to provide a fail over mail system.

3. Becky presented information on the IT Security and NCIRT budget requests. The following areas need increased support:

Virus Detection - There have been cost increases due to: an increase in the number of nodes; the software has been improved to allow it to be pushed to the workstations; and improved to allow better administration at the MOC.

IT Security & NCIRT - Rob asked about a \$200K cost increase. Becky attributed the increases to increases in travel, training, and equipment costs. Carl asked that the milestones be prioritized. Becky described the milestones as "stretch" goals. Accomplishing the goals will be dependent on the number of intrusions that have to be countered. Rob asked about personnel costs. The answer was that Government staff are paid out of OFA core funds and contractors are paid from Corporate Cost assessments to the Los. Rob suggested a separate budget line item for IT Security.

Security Planning - Becky stated that additional support was needed to do security plans, accreditation, disaster recovery plans, and vulnerability assessments for 357 NOAA systems. Larry and Carl suggested that contractors rather than FTEs be used for this work. Bill suggested that one time costs be listed separately and on-going activities be emphasized. Hugh recommended tying the request to Homeland Security. Nancy suggested that inherently Governmental functions be listed. Carl and Nancy suggested that the documentation should emphasize how it will reduce the workload that would otherwise fall on the LO ITSOs. Bill pointed out that many of the items will be a one time cost if the Security initiative is funded in FY 2003. Hugh recommended that service level agreements be developed to prevent a duplication of efforts.

4. Office Automation - Ira described the back ground for the group's efforts. Linda Weaver made the presentation. Gary asked about how to reuse portions of documents that are exchanged as pdf files. Linda suggested that both the pdf and the native version be exchanged. Nancy said that this subject should be addressed in our architecture. Rob pointed out that a cost comparison was missing and this is needed before any decision can be made. Rob speculated that free-ware

may be the answer. Linda pointed out that there are costs with free ware. Nancy stated that programmatic requirements need to guide this decision. A comment was made that Adobe can be used for Powerpoint presentations but could not do animation. Linda responded by saying that animation was outside the scope of standard office automation applications. Bill summarized by saying that a lot of questions remained on spreadsheets and that a business case isn't complete without a cost analysis.

5. Internet 2 - This discussion was postponed to the next meeting

6. Section 515, Information Dissemination Quality - Carl expressed concern that the action for this should be at the Department rather than Operating Unit level. The requirements have been published in the Federal Register with an April due date. Bill stated that a person is needed at the NOAA level . It was pointed out that NWS and NMFS have staff assigned to this that are outside of the CIO's office. Carl again stated that this effort needs to be done at the highest organizational level and planning needs to start immediately. Bill will talk to Tom Pyke about the reporting requirements described in the Federal Register being handled at the Department level. Assessments and complaints will be handled at the NOAA level. Carl suggested that the Department should develop a template for our use.

7. Remote Access Policy - A handout was distributed. A request for comments (due Monday January 7) on the DOC Tele-work policy was issued.

8. Options for a NOAA calendaring system will be discussed in detail at the next meeting including information on revised pricing.

The next meeting was tentatively planned for the 4th Thursday, January 24.